

IDAPA 15  
TITLE 04  
Chapter 01

DIVISION OF HUMAN RESOURCES AND IDAHO PERSONNEL COMMISSION

**15.04.01 - RULES OF THE DIVISION OF HUMAN RESOURCES  
AND IDAHO PERSONNEL COMMISSION**

**010. DEFINITIONS.**

Each of the terms defined in these rules shall have the meaning given herein unless a different meaning is clearly required by the context. Additional definitions are contained in Section 67-5302, Idaho Code. (7-1-87)

**26. Earned Administrative Leave (EAL).** Paid leave for hours worked which exceed the regularly scheduled hours but do not result in overtime. ~~These hours may accrue after hours worked and hours on paid leave exceed forty (40) hours in one (1) workweek. In the case of those employees engaged in law enforcement, correctional, and firefighting activities characterized by irregular shift work schedules, EAL hours may accrue after hours worked and hours on paid leave exceed one hundred and sixty (160) hours in a period of twenty-eight (28) consecutive days.~~ (3-30-01 5/20/07)

.01. Eligibility to earn EAL. Employees engaged in law enforcement, correctional, and firefighting activities characterized by irregular shift work schedules, can accrue earned administrative leave, if hours earned but not worked exceed one hundred and sixty (160) hours in a period of twenty-eight (28) consecutive days. All other employees are ineligible to accrue EAL. (5/20/07)

**250. SPECIAL LEAVES.**

~~07. Earned Administrative Leave.~~ (7-1-93)

~~a. Authority for Use. In any week that an employee would be compensated an amount greater than forty (40) hours times the employee's regular rate of pay, an appointing authority may allow the employee to accumulate earned administrative leave to the extent necessary to reduce the cash compensation to forty (40) hours. An appointing authority may allow a part-time employee to accumulate earned administrative leave for the hours worked between the regularly scheduled hours and forty (40) hours. Earned administrative leave shall be calculated based on one hundred sixty (160) hours for police, correctional officers, and fire employees pursuant to Rule 073.02.~~ (3-30-01)

~~b. Ineligible Employees. Employees who are ineligible for cash compensation and compensatory time for overtime work are ineligible for earned administrative leave. (Ref. Section 67-5329(1), Idaho Code).~~ (12-10-90)

~~c. Payment and Credited State Service. Earned administrative leave (EAL) balances shall be paid upon transfer or separation. Hours of EAL shall accrue credited state service when worked.~~ (3-30-01)

**259. COMPENSABLE HOURS.**

01. Biweekly employees. With the exception of holiday leave, no leave may be used if it will result in pay in excess of the employee's regularly scheduled work week. (5/20/07)

02. Ineligible Employees. Employees who are "executive" as defined by Idaho Code 67-5302(12), are ineligible to earn or receive payment for hours worked or accrued beyond their regularly scheduled work week. (5/20/07)